

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

**ANNOUNCEMENT NO:** CFSA-09-P004

**POSITION:** Clerical Assistant, DS-303-7

**OPENING DATE:** 10/21/08

**CLOSING DATE:** 11/03/08

**IF "OPEN UNTIL FILLED"**

**SALARY RANGE:** DS-7 \$34,706 - \$45,560

**WORK SITE:** WASHINGTON, D.C.

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

**PROMOTION POTENTIAL:** NONE

**AREA OF CONSIDERATION:** Unlimited

**NO. OF VACANCIES:** 2 (Two)

**AGENCY:** Child and Family Services Agency (CFSA), Office of Training Services and Innovative Family Support Services Administration

**DURATION OF APPOINTMENT:** | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: \_\_\_\_\_  
| | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent receives all visitors and telephone calls for the supervisor; directs calls to appropriate office or individual. Responds to requests for information regarding office functions. Prepares responses to correspondence or transmits to appropriate office/individual for response. Reviews outgoing correspondence for proper format and conformance with procedural instructions. Maintains a control record of incoming and outgoing correspondence/action documents. Maintains the filing system for CFSA records. Maintains the time and attendance records for staff and coordinates submission to the payroll office. Provides administrative support by typing reports, letters and memoranda. Provides direct assistance to immediate supervisor and other staff performing specific duties or special projects. Identifies issues, problems, conditions and alternate solutions, based on the applicable rules, regulations and procedures. Schedules appointments or refers calls to appropriate staff. Sorts and distributes inter/intra office mail.

**QUALIFICATION REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of CFSA mission, goals and objectives;
2. Knowledge of professional standards and practices to maintain a professional work environment;
3. Skill in operating a typewriter, a personal computer and the development of spreadsheets and databases;
4. Knowledge of grammar, spelling, punctuation and CFSA formats; and
5. Ability to communicate both orally and in writing.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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